



Holy Trinity Catholic Church

20523 Huebner Rd • San Antonio, Texas 78258-3915

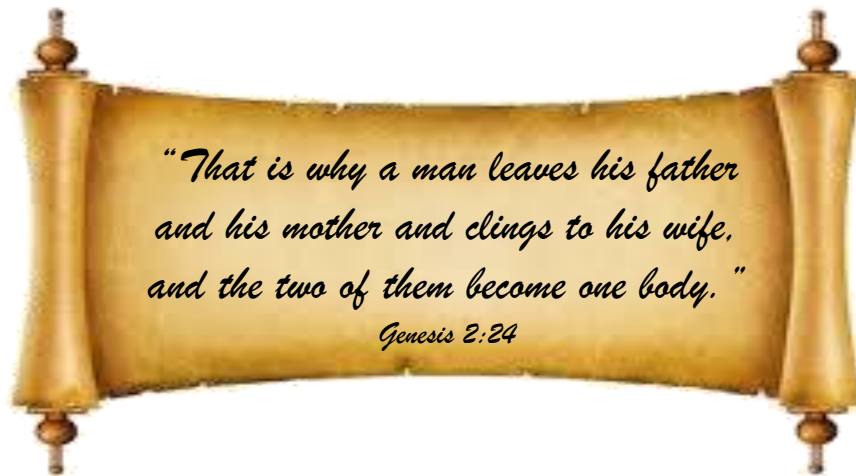
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Congratulations on your engagement! The church rejoices with you and eagerly awaits the day you become husband and wife, a new family, in the covenant of marriage.

As Catholics, we believe that marriage comes as a gift from God. The Catholic vision of marriage is rooted in Sacred Scripture and is expressed in the church's teachings and practices. Marriage unites a couple in faithful and mutual love and opens them to giving life. It is a way to respond to God's call to holiness and invites the couple to be a sign of Christ's love in the world.

The Catholic Church has a long history of helping couples to prepare for marriage. It has learned a great deal that can benefit any couple, regardless of their religion. The priests of Holy Trinity Catholic Church with help of a group of parishioners are dedicated to helping you prepare for your marriage so that you may truly open your hearts to receive God's grace and to love one another as you have never loved before. The following guidelines are designed to assist you in preparing for this special day.



I. Canonical marriage preparation

Initial Steps

- Because the Catholic Church wants you to form a strong and lasting marriage, you we will ask you to complete a marriage preparation process. To begin, please personally contact the office as soon as you are engaged.
phone (210)497-4200 **email** gaby@holytrinitysat.org
 - Take at least six months to prepare for your marriage intensively. This goes beyond choosing a date or reserving a place for the reception. It means using this time to delve more deeply into your relationship and approach this important day with prayer and reflection.
 - *Preliminary Meeting with the Parish Marriage coordinator* the first meeting will involve reviewing these Marriage Guidelines, explaining the preparation process, gathering contact information, and setting up the interview.
 - *Interview with the Parish mentor* after the preliminary meeting, you will meet with the Parish mentor, who will prepare you to celebrate your marriage.
 - *Setting the Date* If the Parish Priest interview discovers an impediment; the date of the marriage cannot be scheduled. For instance, if a needed annulment is not final,

a date cannot be set until the impediment is removed. Please understand that even if the date is set, the marriage cannot occur unless all the requirements are met.

- *Be register on Holy Trinity* If you ar not an active member of Holy Trinity please bring a permission letter from your home parish.

Required Participation

1. Premarital Inventory both of you will be required to complete a premarital inventory. This questionnaire is not a "test" to determine whether you can get married in the church. Instead, it is a tool to assess your readiness to commit to marriage.

2. Marriage Preparation you both will also be required to attend meeting you're your mentor; during these meetings, you will discuss the church's teaching on marriage and human sexuality and practical family issues such as finances, communication, conflict resolution, and the practice of loving one another.

Required Documents

Each engaged couple must submit a variety of documents and paperwork to the church to get married. This is part of the process of determining your freedom to marry in the Catholic Church and of registering your marriage with the Catholic party's church of baptism. To celebrate your marriage in the church, the following documents will be needed:

1. up-dated baptismal Records please bring for initial interview, a recently issued baptismal certificate with notations dated within six months of the marriage. If you are a non-Catholic Christian, an original baptismal certificate or affidavit from the baptizing minister will be accepted. We are aware this take time please contact your baptism church as soon as possible.

2. Canonical Pre-Nuptial Questionnaire This form will be completed at the first meeting with the Parish coordinator and signed by you.

3. Affidavits Concerning the Freedom to Marry the Parish coordinator will give you forms to be filled out by your parents, siblings, or close relatives, who can attest to your freedom to marry. Two witness are needed for each bride and groom.

4. Certificates for Workshops Upon the completion of the marriage preparation workshops, Certificates will be issued.

5. Marriage License the final required document is a state-issued marriage license. The license is obtained from the State of Texas through the local Clerk of Courts. The Parish coordinator will give you a document that will show that you have completed a marriage preparation program and give you a discount to purchase the license. The marriage license must be hand-delivered to the officiating priest/marriage coordinator at least one week before the marriage day.

Special Circumstances

1. Previous Marriages suppose you have been previously married and you want to get married in the Catholic Church. In that case, you must provide a copy of the Decree of Nullity issued by the Catholic Church, or if your previous spouse is deceased, you must provide a copy of his or her Death Certificate.

2. Convalidation when a civilly married couple acknowledges that they are not in a valid marriage and seeks to validate their union within the church, a convalidation can be performed. A convalidation is not a renewal of the marriage vows but the creation of a new marriage in the Catholic community's sight. If you are already married civilly, a copy of your civil marriage certificate must be provided.

3. Inter-Faith Marriages in inter-faith marriages, a Mixed Religion Dispensation or Disparity of Cult dispensation from the local bishop is needed. The Parish Priest arranges this.

4. Marriage Preparation Outside of Holy Trinity suppose you are being prepared for your marriage outside of holy Trinity. In that case, the complete marriage preparation file must be

submitted to the local diocese where the preparation took place. That diocese then sends the documentation to the Diocese of San Antonio, from where it is forwarded to Holy Trinity.

5. Marriage Preparation Only at Holy Trinity if you are being prepared at Holy Trinity for a marriage at another parish, the Parish Priest will submit the complete marriage preparation file to the Diocese of San Antonio. The Diocese of San Antonio then sends the diocese documentation where your marriage will take place, then forwarding it to the appropriate parish.

II. Overview of the marriage ceremony

Three forms of the Rite of Marriage the Catholic Church provides three different forms of celebrating the Rite of Marriage. When two Catholics are marrying, the celebration will generally take place within a Mass. The second form, which does not necessarily include a mass, is used when a Catholic marries another baptized Christian. There is a third form, which also does not necessarily include a Mass, for a Catholic marrying someone who is a non-Christian. The Parish Priest will help you make this choice.

The Ritual An excellent way to know what the Catholic Church believes is to participate in its worship. This is especially true in the case of marriage. The Catholic marriage rite, whether it is celebrated within a mass or not, is a powerful teaching tool. This is experienced in many ways, for example:

- in the active role taken by the couple who, in the teaching of the Roman Catholic Church, are the "ministers" of the sacrament;
- in the fact that the marriage takes place in a church, signifying it is a sacred action;
- in the scriptural readings which speak of God's plan for marriage and his presence to the couple;
- in the music which lifts our thoughts and feelings in a prayerful, joyful way;
- in the homily given by the priest addressing the couple and their guests about the meaning of marriage as well as its joys and challenges;
- in the vows and exchange of rings in which the couple express their freely-given consent, promising to create a loving and lifelong union of permanence, fidelity, and openness to children;
- in the various prayers and blessings through which the church solemnizes and supports the couple's journey as embarking.

Thoughtful, prayerful planning and participation in your Catholic marriage ceremony is a decision that will bring many blessings to your married life long after you have forgotten your decisions about flowers, photos, and favors on the tables.

III. Preparation for your marriage ceremony

Hospitality to Your Guests consider various ways to extend hospitality to those who will gather to celebrate your marriage. Some couples arrive at the church thirty minutes before the marriage and stand at the doors with their parents to greet those who have come from far and near to be with them on this special day. Assign members of your marriage party to help people find seats toward the church's front and introduce them to the other people with whom they will be seated.

Visiting Priests and Deacons The parish priest normally performs all weddings at Holy Trinity. If you wish to invite a Catholic priest or deacon from another parish, please make this known to Father as soon as possible in the planning process, particularly if he is not clergy from the Diocese of San Antonio. You will then be asked to obtain specific documentation required by the Diocese and parish, and that person's role in the marriage can be discussed. If you wish to invite a non-Catholic clergyman to participate in the wedding liturgy, please again make this known to Father as soon as possible in the planning process. Non-Catholic

clergy are permitted to participate in a Catholic wedding by their presence in the sanctuary, but **they cannot preside.**

Liturgy of the Word

1. The readings at a Catholic marriage liturgy proclaim God's Word and the church's faith about marriage. For this reason, they are limited to readings from the scriptures (the Bible). There are going to handle to you to choose one from each of these categories. You may find it helpful to reflect prayerfully on each reading and choose those that speak to your hopes and dreams for your Christian marriage. Please ask for your options to the parish coordinator.

2. Prayer of the Faithful at a marriage liturgy includes petitions for the couple, their families, the church, the world, and the local community. The Parish Priest, or Parish Marriage Coordinator, can help you compose these petitions or tell him or her the people and concerns you would like to have included, for example, the names of deceased sick family members.

3. Readers you are invited to select people to proclaim the first reading, second reading, and prayer of the Faithful. Think about family members or friends who have been readers (or lectors) at their church, who have participated in Bible study, or are used to speaking in public. Give them a copy of the reading or intercessions well in advance, and ask them to attend the rehearsal so that they have a chance to rehearse in the church with the microphone.

Music A Parish Musician and a Cantor are required for all marriages. Ask to the parish coordinator for a list of musicians. Couples must contact their assigned Parish Musician at least eight (8) weeks before the marriage. The Parish Musician will guide you through the music selection process. The Parish Musician decides any questions regarding the suitability of marriage music selections. The use of pre-recorded music is never permitted in church liturgies.

1. Cantor/Soloist sings the Responsorial Psalm and aids the congregation in singing. A Cantor will be engaged for each marriage liturgy in the church. Your Parish Musician will secure the services of the Cantor for your marriage. The Cantor is also the soloist. He or she sings the solos that have been selected for your marriage.

2. Additional Instrumentalists Additional instrumentalists (trumpets, violins, etc.) may be contracted as part of the marriage music. Your Parish Musician engages instrumentalists who are skilled and experienced in providing liturgical music in the church space. He or she will also help you with the selection process for instrumentals at the planning meeting (consultation).

3. Non-Parish Musician Do not make arrangements with other non-parish musicians. Due to the high level of skill required, familiarity with marriage liturgies, and experience in performing in the church space, non-church musicians' use for marriages is discouraged. In the event, however, that you wish to request a non-parish musician for your marriage, your Parish Musician must determine the musician's ability to fulfill their musical role in the liturgy to ensure the quality of musical and liturgical prayer at your marriage. If approved, a non-parish musician will be allowed to perform one selection determined by your Parish Musician.

Dress Code Your wedding gown, and the gowns of all attendants, must be in conformity with the following policies: Dresses must have sleeves that cover the shoulders (by sleeves is meant a fabric extension of the bodice that at least "caps" the shoulder). Halter-tops, straps of any kind, and sleeveless dresses are not considered appropriate. If you do not wish to wear a gown with sleeves, please obtain a shawl or other shoulder covering for the Bride and bridesmaids that can be worn in church and removed for the reception and wedding pictures, if you wish. The wedding ceremony is a sacred celebration which takes place in a

consecrated Temple of Divine Worship before Almighty God. Such an occasion requires a corresponding dignity and modesty of dress in all members of the wedding party.

non-Catholic guests not to present themselves for Holy Communion. Below is an acceptable formula: During Holy Communion, those practicing Catholics who are properly disposed, in a state of grace, and who have fasted for one hour before communion may come forward to receive Jesus Christ in the Blessed Sacrament. All others are invited to come forward with their arms cross over their chest for a blessing, or to remain prayerfully in their place.

Optional Liturgical Traditions

1. Marian Devotion The beautiful Catholic tradition of the bride's offering of prayers and flowers to the Blessed Virgin Mary after communion is welcome. Your florist can furnish a single flower or a small bouquet for the ceremony.
2. Unity Candle couples may choose to light a Unity Candle at the marriage. If a Unity Candle is to be used, it (along with a stand) must be provided by the couple, and the couple should take it, as a memento, after the ceremony. Unity Candles are available at religious goods stores, florist shops, and greeting card shops.
3. Another Liturgical tradition please contact the parish marriage coordinator.

Flowers the couple is responsible for arranging for flowers with a florist of their choice. Flowers may be placed in the aisles or on the pews with not wire attachment only ribbons, can they be placed on the altar all of this with parish coordinator permission. Flower arrangements and candle stands may not obstruct the liturgical movements of the ceremony. Aisle runners and flower petals are never allowed. All flowers and decorations must be removed from the church immediately after the ceremony. Regulations for florists are outlined in "Appendix I: Guidelines for the Florist." Please review these regulations and make sure that the florist understands and abides by them.

Photography The parish offer a live stream option at \$150.00 dolar fee will be payable to Holy Trinity, please ask for mor information to our parish coordinator. The couple will arrange for photographs with the photographer of their choice. Regulations for photography are outlined in "Appendix II: Guidelines for the Photographer." Please review these regulations and make sure that your photographers understand and abide by them.

Non-Liturgical Signs of Celebration confetti, rice, birdseed, rose petals, balloons, and other objects may never be thrown inside or outside of the church, nor can doves or butterflies be released. Bubbles or bells are allowed outside of the church.

Marriage Coordinators if a private Marriage Coordinator is retained, please duplicate this booklet for that person's information. Keep in mind that the Parish Priest or Parish Marriage Coordinator will conduct the rehearsal. The priest officiates at the marriage liturgy in consultation with the bride and grooms only.

Electronic Devices Cellular phones and other electronic devices must be turned off when inside the church.

Bride's Corner We lend a room for the bride to dress one hour before the mass start. **No alcoholic beverages, champagne included, or food**, are to be brought onto the parish property. Animals are prohibited from the premises (service animals are welcome).

Groom's Corner We lend a room for the bride to dress one hour before the mass start. **No alcoholic beverages, champagne included, or food**, are to be brought onto the parish property. Animals are prohibited from the premises (service animals are welcome).



IV. TIMES AND FEES

Times

Only Saturday: 2:00 pm or 7:00 pm

No Marriages are celebrated during the following times:

- Holy Week, beginning with the Saturday before Palm Sunday;
- Christmas-time;
- Holy Days of Obligation
- Holidays

Rehearsals Friday before the wedding at 5:30 pm or as arranged with the Parish Priest or Parish Marriage Coordinator.

Promptness It is essential that the rehearsals (one-half hour) and the marriage (one hour) start and end on time. Please be mindful that our parish has other events that occur in the church and that the priests and musicians have additional responsibilities. Excessive tardiness may put the celebration of your marriage at risk.

Offerings and Fees

Suggested offering for the use of the church cash, online or check payable to Holy Trinity Catholic Church will be pay the day of the first meeting to schedule the church

- Active Parishioners: \$450
- Non-parishioners: \$600
- Premarital Inventory: Included
- Premarital workshop: Included
- Rehearsal: Included
- Flores: Included. This flowers arrived every Friday in the morning and are on the altar for the weekend and week masses, regulary 1 arragment, if you wish to have 3 arragments or a specials arragements talk with the parish coordinator.

Live stream Fees: We offer a live stream option at \$150.00 that may be paid in cash, online or with a check payable to Holy Trinity Catholic Church. This payment is due two weeks before of your wedding ceremony.

APPENDIX I: GUIDELINES FOR FLORISTS

1. No floral arrangements, candles, hurricane lamps, trellises, canopies, ribbons, aisle runners, or other decorations are allowed in the aisles or on the pews. Ask the coordinator for small flowers arrangements.
2. Flower arrangements and candle stands in the sanctuary should not obstruct the ceremony's liturgical movements.
3. Flowers may be placed in front of the altar, in front of the ambo, and the church's vestibule.
5. Aisle runners are never allowed.
6. Flower petals are not allowed inside or outside of the church.
7. Any existing church decorations are not to be moved.
8. All flowers and decorations must be removed from the church immediately after the ceremony.
9. Cell phones and pagers must be turned off.
10. Fitting reverence is expected at all times.
11. The church building will be open approximately one hour before the marriage to allow for delivery.

Please have your florist contact the Parish Marriage Coordinator no less than two weeks prior to your marriage so that our guidelines may be reviewed with them, including delivery and placement of the flowers.

APPENDIX II: GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

1. Photographers may take pictures in the narthex before the procession begins and in the church during the entrance procession.
2. Photographers do not interfere with the movement of the procession or recession by having the couples stop in the aisle. Photographers should not walk in front of the couple during the procession. They must never enter the sanctuary area delineated by the steps around the altar.
3. No equipment should be brought into the church or set up while any other liturgical celebration (Mass, funeral, or marriage) is in progress.
4. Any chairs or other furnishings moved by the videographer must be returned to their original location immediately following the ceremony. don't move anything without permission of the coordinator
5. No group photographs of the marriage party and/or the families will be allowed around the altar before the ceremony.
6. Flash photography should be kept at a minimum during the ceremony itself, especially during the exchange of vows.
7. Only hand-held cameras or video cameras on a stand are permitted.
8. There should be a minimum of walking around the church to get the "perfect" shot. Respect of the ceremony all time.
9. Cell phones and pagers must be turned off.
10. Fitting reverence is expected at all times.
11. The church will be available for approximately 30 minutes after the end of your marriage to have formal pictures taken.

Please have your photographer contact the Liturgical Coordinator no less than two weeks prior to your marriage to review our guidelines.

MARRIAGE PREPARATION CHECKLIST

(This Checklist MUST be completed and all paperwork must be turned into the Parish Office 2 months prior to Wedding Date)

- Read and Signed Marriage Guidelines
- Meetings with Pastor/priest/marriage coordinator
- Marriage Inventory
- Fully Engaged Test
- Meetings with Sponsor Couple
- Obtained Official Copies of Baptismal Certificates, and documents required, please see guideline document for reference
- Pre-Marital Class
- Witness Affidavits of Free Status 2 for Bride and 2 for Groom
- Obtained Marriage License